Deleting or Re-dating News Items Copied from Another D2L Course – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the News tool in D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to delete and/or re-date News Items you have copied over from another D2L course (for example, from a previous term).

Steps

1. Copy **News Items** (or All Components) from a past D2L course into your current D2L course, then go to your course homepage.

2. Click on the **News** widget drop-down menu (down arrow) and select **Go to News Tool**.

3. To delete items, click on the select box next to those items in the table, then click **Delete** at the top of the table.

4. To re-date News Items, click the down-arrow next to a News Item and select **Edit**.

5. Scroll down to the **Availability** section, then click the calendar and the time boxes under **Start Date** to reset the release date for the News Item. Click **Update**. Your News Item will appear in the **News** widget on the course homepage on the date you have selected.

Things to Remember

News Items will appear on the date and time you have set their **Availability** for. If you create a **New News Item**, it will appear immediately unless you set a **Start Date** and time.